

Ryan White Planning Body: Executive Workgroup
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Meeting Minutes

Wednesday, March 6, 2019; Noon-1:45 PM
Valerie C Woodard Center / 3205 Freedom Drive, Charlotte

Meeting goals:

1. Welcome Annette and Lamar to the Executive Team
2. Plan for next meeting, Orientation: March 20, 2019
3. Review Needs Assessment promotional materials
4. Plan for Membership Workgroup activities Fiscal Year 2019-2020 (Annette, Lamar, and Kayla required; others optional)

Attendance: Annette Huffstead, Chelsea Gulden, Christopher Jones, Lamar Gill, Shannon Farrar, Kayla Earley

Minutes

Welcome Annette Huffstead and Lamar Gill

The meeting began informally at noon with the team getting to know each other, especially new members Annette Huffstead and Lamar Gill. The team also reviewed a Charlotte Talks segment from earlier that morning, featuring Co-Chair Chelsea Gulden and Needs Assessment Chair Shannon Farrar. The official meeting began at approximately 12:22 PM.

Planning for 3/20/19 Meeting

Participants reviewed the 3/20/2019 Draft Agenda. Chris Jones volunteered to facilitate the meeting welcome and minutes review. Shannon Farrar confirmed that she is available to present a Needs Assessment Workgroup report. Kayla Earley explained the report responsibilities to the new Membership Chairs, Annette Huffstead and Lamar Gill. Gill volunteered to complete the Membership Workgroup report. Chelsea Gulden volunteered to facilitate Bylaws review. Gulden and Jones to facilitate the All Parts and HOPWA panel. Farrar to email panel members with instructions for what to present.

Service Standards ad hoc Workgroup Update

Chelsea Gulden reported that she briefly spoke with Valetta Rhinehart, Quality Management Coordinator, about forming a joint Service Standards revision workgroup between the Planning Body and Quality Management. Gulden reported that Rhinehart will not bring this idea to QM until Kayla Earley speaks with her. Earley to follow up with Rhinehart directly after this meeting.

Needs Assessment Promotion

Earley passed out promotional materials for Needs Assessment, including business cards and flyers (Spanish and English), and stickers. Earley reported that she is visiting several gay clubs and bars with PrEP Coordinator Kendall Jones on 3/7/19 to distribute materials. Earley encouraged members to continue promoting the survey with their contacts.

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Membership

Earley reported potential changes to membership regarding consumers who are moving, getting job promotions, and/or missing three consecutive meetings. Earley explained the demographics of membership needed and mandated categories. Annette Huffstead volunteered to speak with her consumers. Earley provided Huffstead and Gill with membership infographics and encouraged them to discuss recruitment during their first Membership Workgroup meeting.

Earley reviewed the Membership Workgroup Workplan and walked Huffstead and Gill through their expectations as Chairs of this workgroup. Huffstead and Gill to meet separately on 3/20/19 before the next Planning Body meeting to plan for the first workgroup meeting.

Meeting adjourned early at approximately 1:27 PM.